

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, June 01, 2009**

The regular session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, June 01, 2009** at the regular time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Konnie Kuiper, Brian Novak, Mark Herak (joining at 7:40 p.m. owing to delay of train) and Dan Vassar were present. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present: Mark Roorda, Town Board of Metropolitan Police Commissioners; and Ed Dabrowski of the Park and Recreation Board and IT Director were also present.

William R. Timmer, Jr., CFOD, attended the meeting beginning at 9:00 p.m.

Robin Biesen Carlascio, Newsletter Consultant Idea Factory, was also present.

General Substance of Matters Discussed

1. The Town Council discussed with Ms. Carlascio and the Clerk-Treasurer a working plan for funding matters related to the under funding in several accounts in the Office of the Town Council and particularly finding funding for the publication of a monthly newsletter. The Clerk-Treasurer plan. There was an additional request for an added \$10,000.
2. The Town Council discussed the eligibility guidelines for the proposed authorization of premium payments for each full-time worker in the amount of \$1,600 per person. The Town Council discussed the hire eligibility metric. It was determined that the basis should be that the bonus be authorized for full-time workers who were hired as of December 31, 2009.
3. The Town Council and the IT Director discussed the maintenance of the Town's website and the update to the current front door. The discussion included the responsibility for updates for content and photographs. The discussion included taking abridged versions of the Newsletter content and having it placed on the website. Ms. Carlascio could work with the IT Director to update the website. The IT Director also suggested that he would be willing to donate a web domain fee for the proper name for the Select Centennial Commission to have a web presence.
4. The Town Council was advised about the new law regarding the earlier deadline for advertising the Town budget for FY 2010. The new dates for advertisements must be published no later than August 1, 2009. The deadlines for adoption have not changed.
5. The Town Council discussed a realignment of Liaison appointments, with Councilor Novak assuming the Chamber liaison and Councilor Zemen to the Town Board of Metropolitan Police Commissioners. The Town Council will need to act to appoint vacancy on Plan Commission legislative appoint.
6. The Town Council discussed the pendency of the unsafe building action on 3425 La Verne Drive, Highland the Dave Clark property. The discussion included a concern about yard care and weeds that are untended; the discussion included the process for the nuisance ordinance and whether or not the 30 days abatement period could be reduced to 15 days or less. The

Clerk-Treasurer will follow-up with the Town Attorney. The discussion included how to add language about stump removal for trees in parkways.

7. The Town Council discussed the aesthetics of the Public Works Building and the Fire Station. The discussion include whether or not the Fire Department should be moved from the Town Council to a public safety board. The discussion included the productivity of public building inspections. The conversation included whether or not a single person could perform this in twelve months or eighteen months. The Town Council suggested working with the Fire Chief to identify funding the Fire Department budget.
8. The Town Council discussed the competing merits of purchasing the current Griffith Golf Center located on Griffith, Indiana and on Cline Avenue. The acquisition would be in support for future recreational or governmental purposes.
9. The Town Council discussed Councilor Kuiper's belief that the Town needs to replace the several trucks in the public works fleet.
10. The Town Council discussed with Mr. Dabrowski the merits of a snap or spot park inspection without advance notice to the department. It was further noted that Markley Park did not have the traffic inhibiting pole that prevents large vehicles from entering the park. The discussion included whether or not there is a need for remote cameras to monitor parks.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, June 01, 2009**, was adjourned at 9:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer